

ADMINISTRATIVE

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3 AUG 1978

OFFICE OF RESEARCH AND DEVELOPMENT
GENERAL NOTICE NO. 102

SUBJECT: Office of Research and Development Grievance
Procedures

General

This notice outlines the grievance procedures to be followed within the Office of Research and Development. These procedures are consistent with existing grievance procedures as spelled out in [] and DDS&T General Notice Number 191.

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Definition

A grievance is an employee's feelings (oral or written) of dissatisfaction with any aspect of his working conditions and relationships which are outside his control.

Policy

It is the policy of ORD that every attempt will be made to resolve employee dissatisfaction before the employee feels compelled to file a formal grievance. Supervisors will give immediate attention to a grievance at the earliest indication that such a grievance exists. No adverse action will be taken against any employee who files a grievance.

Procedure

Employees who desire to express their dissatisfaction with aspects of working conditions or relationships are encouraged to present their complaint to their immediate supervisor or to the management level at which the individual feels the problem can be most candidly presented and equitably resolved. If resolution is not effected there, the individual is encouraged to move upward to the next level.

In view of the relatively small size of ORD and the general "open door" policy of supervisors, as well as the access to the EO/ORD and the Support Branch, most grievances should be resolvable within the Office.

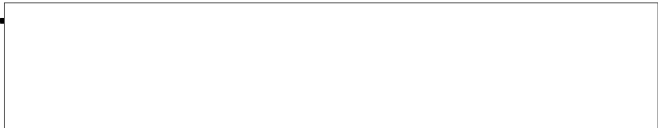
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If, however, after exhausting avenues for resolution within ORD, the employee is not satisfied with the action taken, he/she will be referred to the Executive Office/DDS&T. The EO/DDS&T may resolve the issue or may recommend a course of action for the DDS&T.

If a satisfactory adjustment still is not reached, the employee may ask that his case be reviewed by the Director of Personnel. If still dissatisfied, the employee may appeal through the Inspector General to the Director of Central Intelligence whose decision is final.

Equal Employment grievances, i.e., those charging some form of discrimination, should follow basically the same procedure within ORD. However, for EEO cases the grievant may wish to initiate the action through the ORD Equal Employment Officer (in ORD the Chief/Support Branch/MS). The C/SB/MS will arrange for an interview with a DDS&T EEO counselor. That counselor will assist the employee in resolving the issue.

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Philip K. ECKMAN
Director
of
Research and Development